



# UNILATERAL ACTION MATRIX

2/27/2009

Etrans? YES	Unilateral Actions		Requires prior SBA Approval	Use handy Form 2237 <sup>5</sup>
	Notify SBA? NO	Notify SBA? YES		

## Prior to Initial Disbursement

Maturity extensions (PLP/Express = Notify; GP = Prior Approval)	X		X	X
Initial disbursement date (PLP/Express = Notify; GP = Prior Approval)			X	X
Legal name /trade name change	X		X	X
Change in Tax ID # or Social Security #			X	X
Increase/Decrease in int rate (PLP/Express = Notify; GP = Prior Approval)			X	X
Increase/Decrease to loan amount			X	X
Increase/Decrease the guaranty percentage			X	X
Reinstatement of loan			X	
Cancellation of loan	X		X	X
Environmental Reviews <sup>1</sup> (GP loans only)			X	
Environmental Reviews (PLP and Express only)		X		
Changes to loan authorization (GP loans only)			X	

## After Initial Disbursement (13 CFR § 120.535 and 13 CFR §120.536)

<b>Miscellaneous</b>	Any action that confers a Preference on the Lender				X	
	Transferring a loan between two Participant Lenders				X	
	Transfers, sells or pledges more than 90% of a loan				X	
	Any action for which prior written consent is required by a Loan Program Requirement (e.g. Emergency Repurchase from Secondary Market, see Chapter 5 of SOP 50-50-4)				X	
<b>Payments</b>	Payment Modification//Deferments <sup>2</sup>		X			
	Provide Payoff figures to borrowers		X			
	Rate Changes <sup>2</sup>			X		X
	Determination of Involuntary Prepayment/Subsidy Recoupment Fee				X	
	Accept prepayments		X			
<b>Changes/Edits</b>	Adjust management covenants		X			
	Assumption/Change in borrower's form <sup>3</sup>		X			
	Change of legal name, trade name, or address	X		X		X
	Correct obvious typographical errors		X			
<b>Loan Terms</b>	Compromises				X	
	Increases to the principal amount of a loan				X	X
	Decrease in loan amounts			X		X
	Changes to loan authorization		X			
	Extend final disbursement period			X		X
	Decreasing guaranty percentage			X		X
	Maturity extensions <sup>2</sup>	X		X		X
	Reinstating the guaranty				X	
	Termination of guaranty (pre-purchase)			X		X



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Collateral	Release/substitute collateral			X			
	Subordinate to third party senior lien			X			
	Make loans that do not adversely affect the collateral			X			
	Release/substitute guarantors			X			
	Change life or hazard insurance requirements <sup>4</sup>			X			
	Change flood insurance requirements in accordance with SBA policy <sup>4</sup>			X			
	Taking title to any property in the name of SBA					X	
	Taking title to environmentally contaminated property, or taking over operation and control of a business that handles hazardous substances or hazardous waste.					X	

**Note:** Documentation requirements: For all servicing actions, Lenders must document the justifications for their decisions and retain these and supporting documents in their file for future SBA review to determine if the actions taken by the Lender were prudent, commercially reasonable, and complied with all Loan Program Requirements.

- <sup>1</sup> Loans approved on or after 8/1/08, Environmentals must be submitted to/approved by the Standard 7(a) Loan Processing Center - Citrus Heights, CA
- <sup>2</sup> For loans sold on the Secondary Market, any payment modification, rate change, extension of maturity, or deferment over 3 months, must have investor approval.
- <sup>3</sup> Must be sent in to SBA if it involves changing legal name or trade name, tax ID, or social security number.
- <sup>4</sup> SBA considers it to be a prudent lending practice for lenders to maintain insurance on worthwhile collateral.
- <sup>5</sup> [For the most recent version of handy SBA Form 2237, click here.](#)

## Other helpful information for Lenders

- ✓ When submitting a unilateral action to notify SBA, you will receive a receipt from the appropriate servicing center that your action was received — and that will be the only communication you will receive. This is a reminder of the streamlined process regarding the handling of unilateral actions.
- ✓ Lenders should direct their action, request and/or SBA Form 2237 Checklist to either:  
Fresno Service Center at [fsc.servicing@sba.gov](mailto:fsc.servicing@sba.gov)  
Little Rock Service Center at [lrrc.servicing@sba.gov](mailto:lrrc.servicing@sba.gov)
- ✓ When taking action that falls within your unilateral authority, you are encouraged to notate your file with a statement such as "This action was taken pursuant to lender's Unilateral Authority." Then, attach this matrix to the statement and include it within your file, along with any other supporting information.
- ✓ Lenders may contact their District Office Brand Managers if they have questions regarding the use of this matrix.
- ✓ Stamped approvals for unilateral actions are no longer issued by District Offices or by Centers.
- ✓ [for the most recent version of this handy guide, click here!](#)